



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

<b>Opening Date:</b>	December 10, 2015	<b>Closing Date:</b>	December 24, 2015
<b>Job Title:</b>	District Court Clerk II	<b>Position Type:</b>	Regular Full-time
<b>PIN:</b>	083582	<b>FLSA Status:</b>	Non-exempt
<b>Location:</b>	District Court of Cecil County Elkton, Maryland	<b>Grade/Salary:</b>	J6 \$33,471 - \$36,447
		<b>Financial Disclosure:</b>	No

**Essential functions:** Specialized clerical work involving criminal and traffic court proceedings. Processes all criminal and civil citations including DNR and Municipal infractions. Sorts and processes work from Commissioner's office. Determines which cases require a bail review and assign a trial date, while coordinating office and court schedule and confirming the trial date with the attorney when applicable. Organize remaining cases and assign trial dates or determine which cases have felony charges and set Preliminary Hearing if requested. Making note of time restrictions so that the State's Attorney's office is notified properly and in a timely manner. Processes criminal and traffic filings, such as request for postponements or preliminary hearings, etc. Reschedule cases that have been postponed, calling attorneys involved to coordinate with their schedules as well. Provides information and assistance to citizens, lawyers and police officers at the counter and over the phone. This position is considered essential personnel and is subject to call in during emergencies and staffing shortages. Performs other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** A minimum of one year of related experience.

**Preferred:** Customer service experience.

**Skills/Abilities:** Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer, copier and facsimile. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person and on the telephone. Customer service skills. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions, comments and notations. Ability to learn specific court related software applications. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an

**interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**